

SNURE LAW OFFICE, PSC

A Professional Services Corporation

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MEMORANDUM

To: Washington Fire Commissioners Association

From: Brian Snure

Re: **New Special Meeting Notice Requirements – Effective June 7, 2012**

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Chapter 188, Laws of 2012, which becomes effective on June 7, 2012, establishes new notice requirements for special meetings.

Under the new law, the minimum notice requirements are summarized as follows:

1. **Board Member Notice.** Written notice must still be delivered to each Board member either personally, by mail, by fax or by e-mail.
2. **Media Notice.** Written notice must still be delivered either personally, by mail, by fax or by e-mail to each local newspaper of general circulation and to local radio or television stations that have submitted a written request to be notified of your special meetings. The law does **not** require agencies to publish special meeting notices.
3. **Web Site Notice.** Written notice must now be posted on the agency's web site **if** the agency has a web site, has personnel assigned by job description or contract to maintain the web site and if the agency employs 10 or more full time equivalent employees.
4. **Posting of Notice.** Written notice must now be prominently displayed at the main entrance of the agency's principal location and at the meeting site if the meeting is not held at the agency's principal location.

The notices above must be delivered or posted at least 24 hours in advance of the meeting.